

Template for Required Center Emergency & Disaster Plan

Section _____
Responding to Medical Emergencies & Serious Injuries

We do the following when a child is seriously ill or injured and requires attention from a health care provider or emergency response team:

Section _____
Procedures for Fire, Earthquake, Flood, Power Failure, & Water Failure

We will do the following if there is a fire in the building:

We will do the following if there is an earthquake:

We will do the following if there is a flood:

We will do the following if there is a power failure:

We will do the following if there is a water failure:

Section _____
Emergency Shut off of Gas, Electricity & Water

The location and procedure for an emergency shut off of gas is as follows:

The location and procedure for an emergency shut off of electricity is as follows:

The location and procedure for an emergency shut off of water is as follows:

Section _____
Emergency Exit Plan

Diagram below your plan for an emergency exit of the building. Include all areas of the building.

Section _____
Emergency Evacuation & Relocation

In the event that it becomes necessary to evacuate our building, we will do the following to ensure we have with us emergency contact information and emergency medical releases for each child :

In the event that it becomes necessary to evacuate our building, staff and children will all go to the following location:

Should it become necessary to evacuate staff and children to this location, describe where a pre-prepared notice giving this address to parents will be posted so that parents can see it even if the center is closed and locked.

Describe the transportation route and means of transportation that will be used to get all staff and children to this emergency relocation site:

Describe how each child's presence will be accounted for in route to this relocation site, and once you arrive at the relocation site:

Describe how you will ensure that emergency supplies, including at least food, water, a first aid kit, diapers (if the center cares for diapered children), and a cell phone, are taken with you to the emergency relocation site:

Describe how you will ensure adequate supervision of all children during an emergency, including at your emergency relocation site:

Describe the assignments for specific tasks to be performed by all staff members during an emergency;